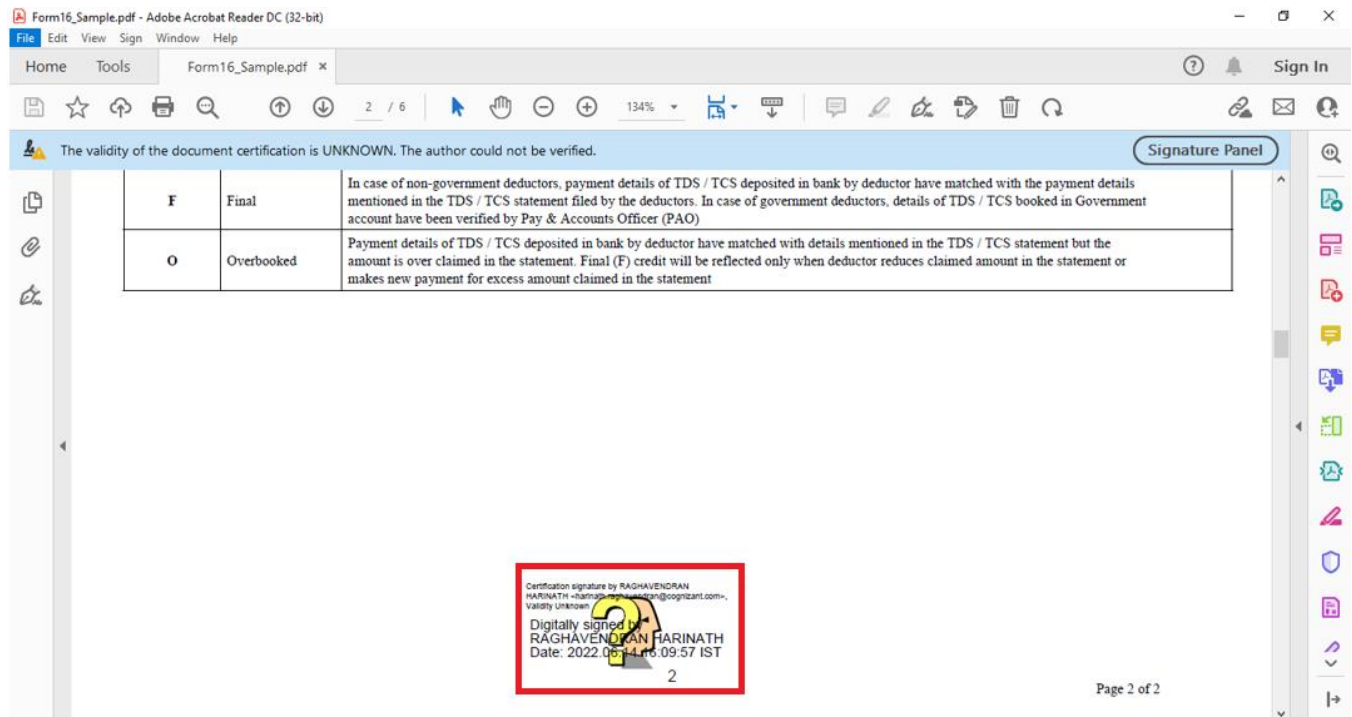


Guidelines to validate Digital Signature on Form 16

Download the Form 16/12BA and save it in a folder. Open the document from the folder using Adobe Acrobat reader, and then carry out the following steps to validate the Digital signature.

Step 1: Click on the digital signature appearing at the end of the Part A of the Form 16 and the last page of Form 12BA.



Form16_Sample.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home Tools Form16_Sample.pdf x

2 / 6 134%

The validity of the document certification is UNKNOWN. The author could not be verified.

F	Final	In case of non-government deductors, payment details of TDS / TCS deposited in bank by deductor have matched with the payment details mentioned in the TDS / TCS statement filed by the deductors. In case of government deductors, details of TDS / TCS booked in Government account have been verified by Pay & Accounts Officer (PAO)
O	Overbooked	Payment details of TDS / TCS deposited in bank by deductor have matched with details mentioned in the TDS / TCS statement but the amount is over claimed in the statement. Final (F) credit will be reflected only when deductor reduces claimed amount in the statement or makes new payment for excess amount claimed in the statement

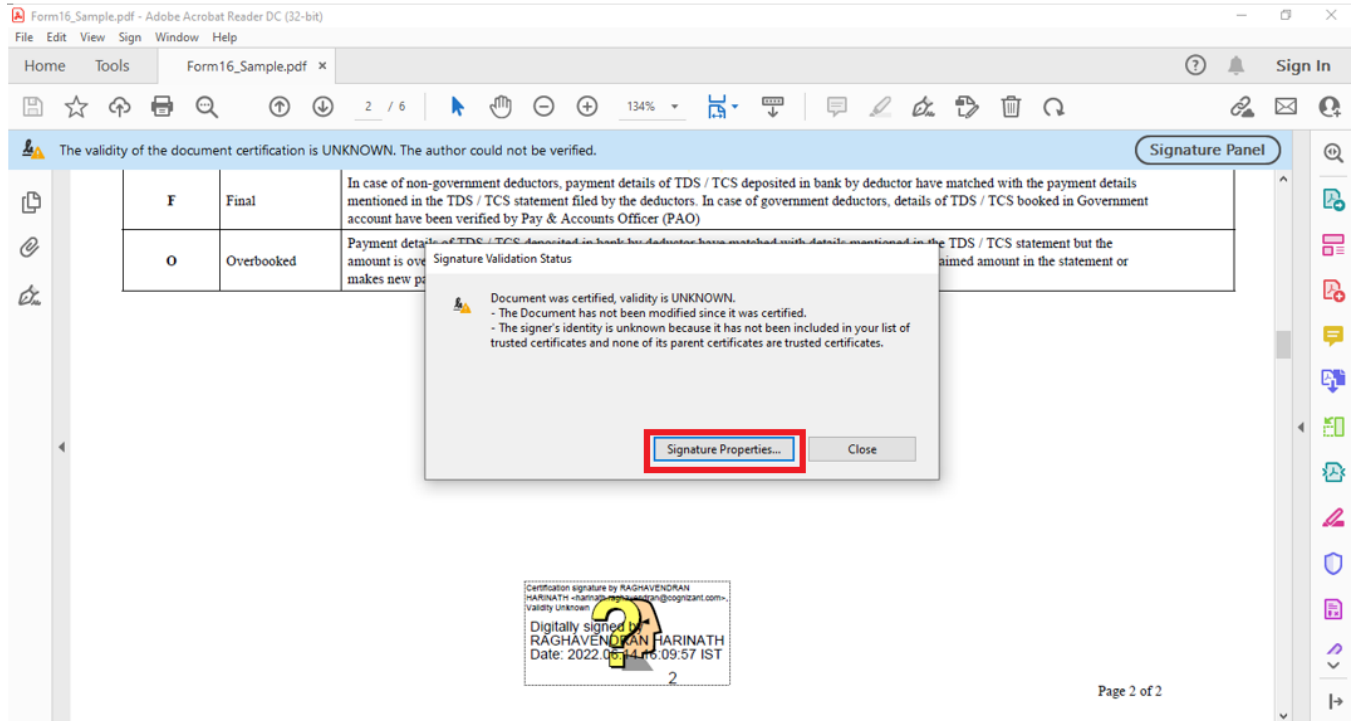
Signature Panel

Certification signature by RAGHAVENDRAN HARINATH - raghas@meharaj.com
Validity Unknown
Digitally signed by RAGHAVENDRAN HARINATH
Date: 2022.06.14 16:09:57 IST

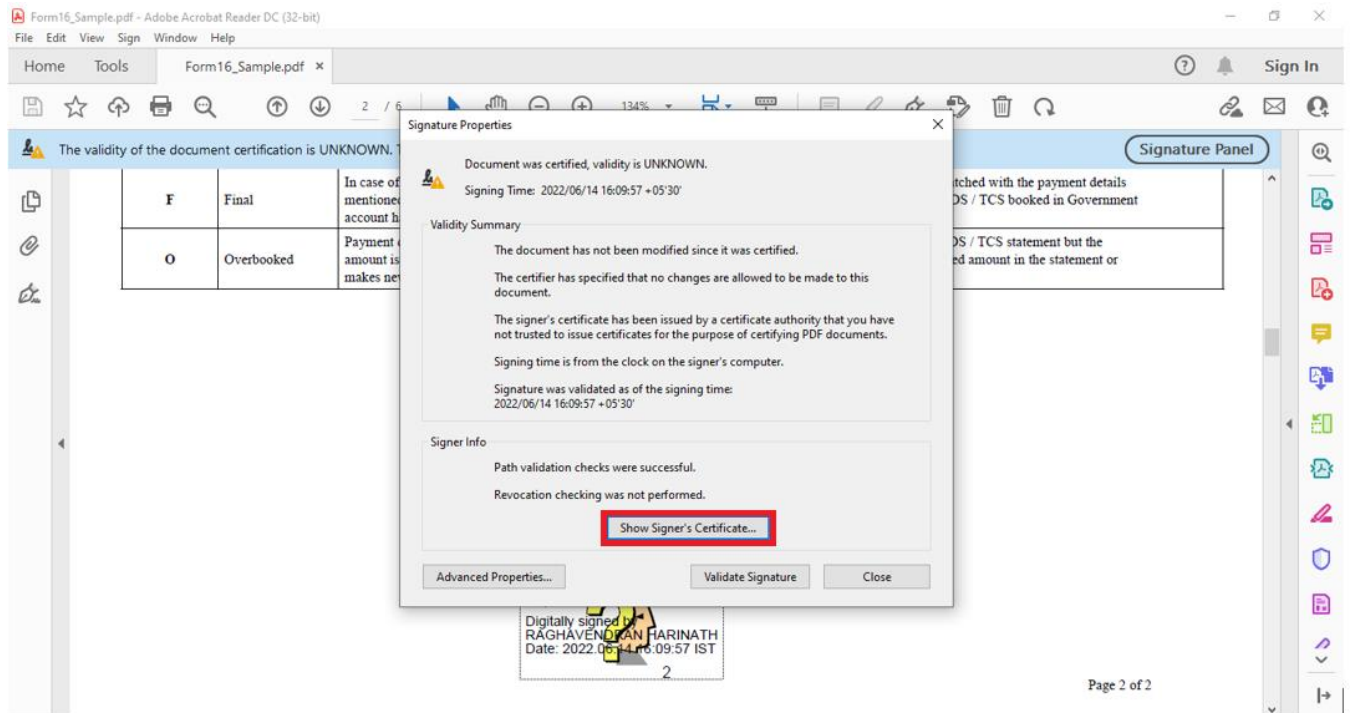
2

Page 2 of 2

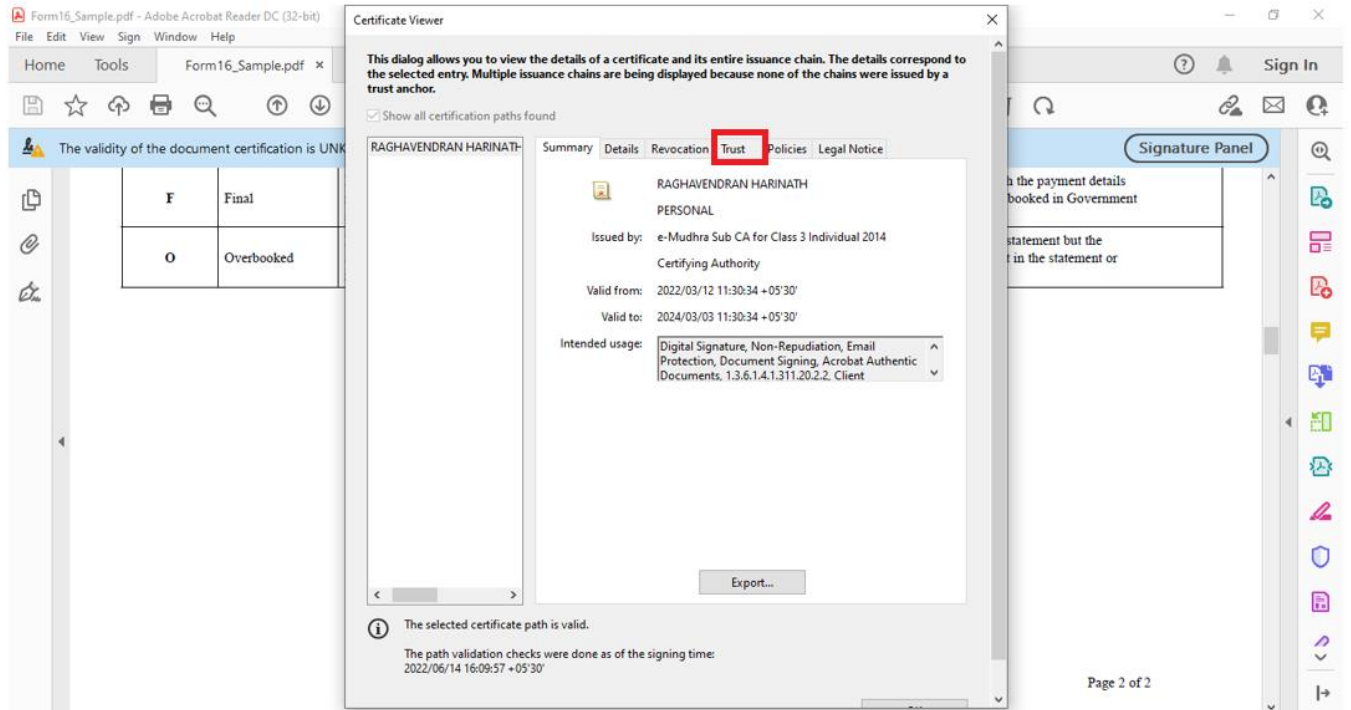
Step 2: In the Signature validation status pop up, click on Signature properties



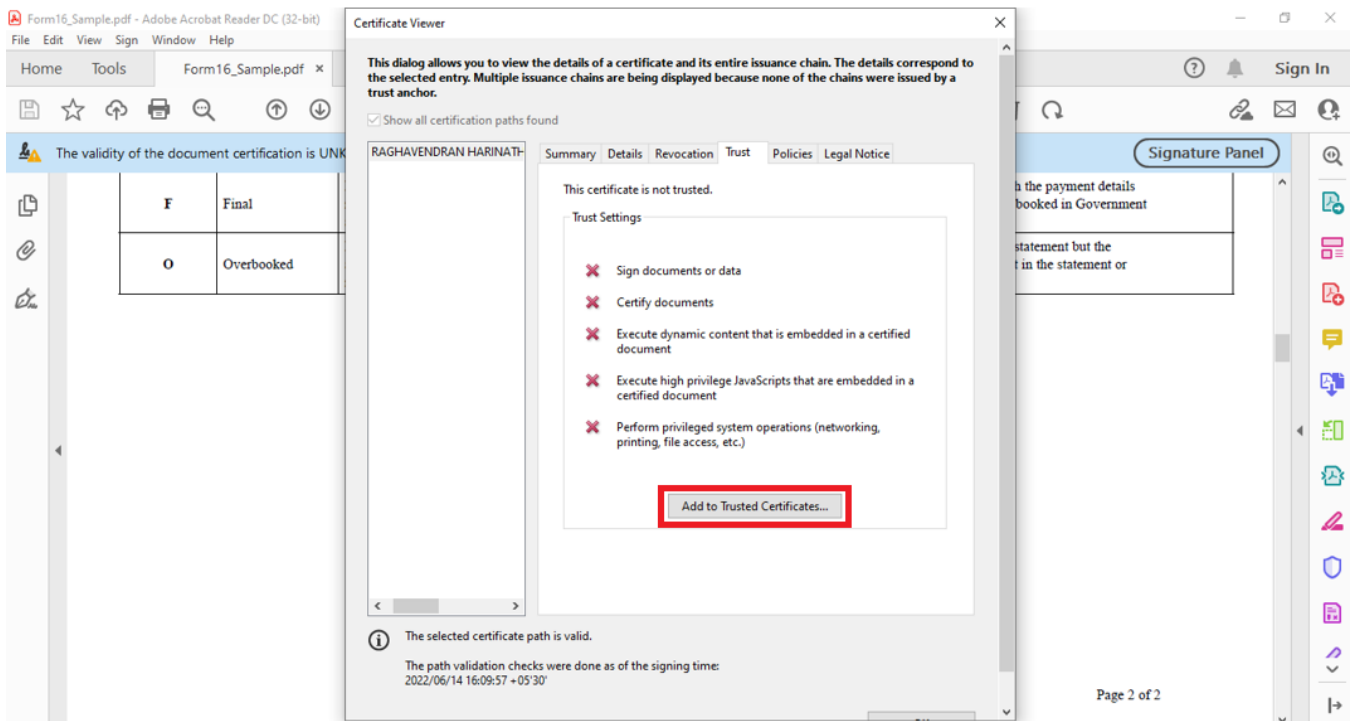
Step 3: In the Signer tab, Click on Show Signers Certificate.



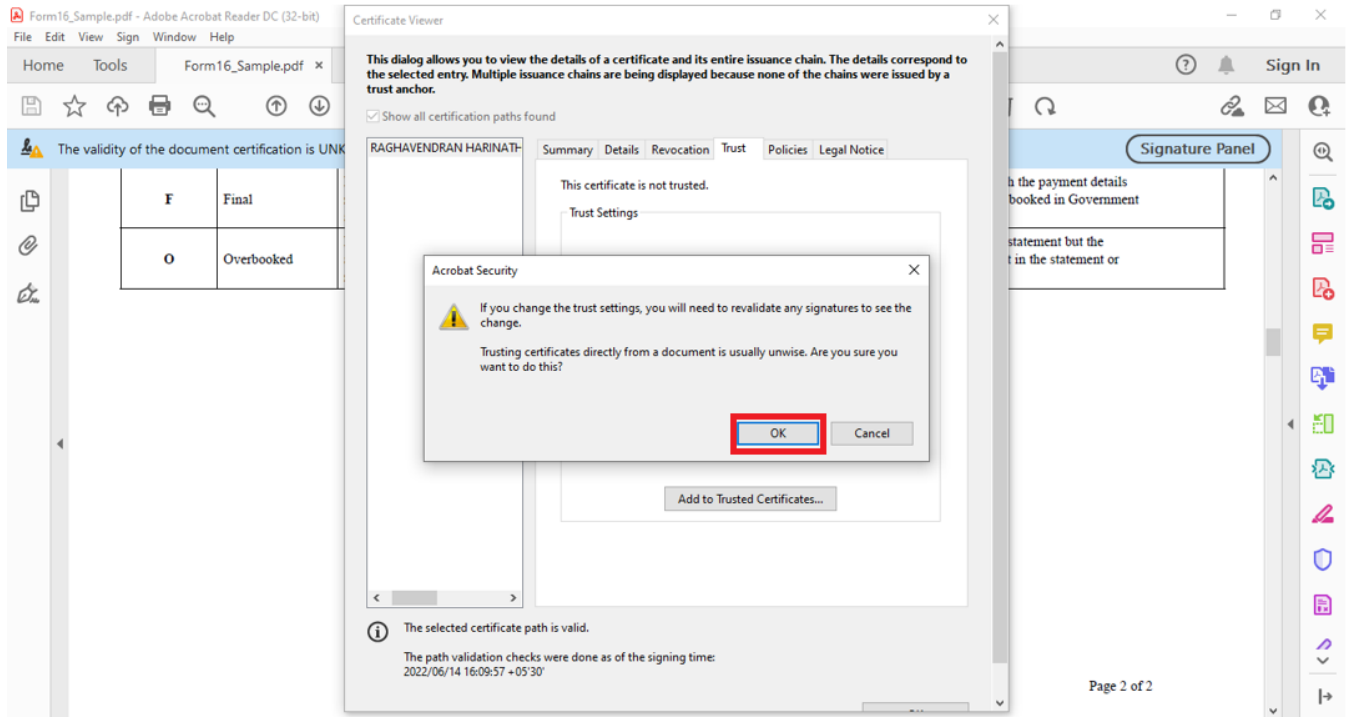
Step 4: In the Certificate viewer, select the **Trust** Tab.



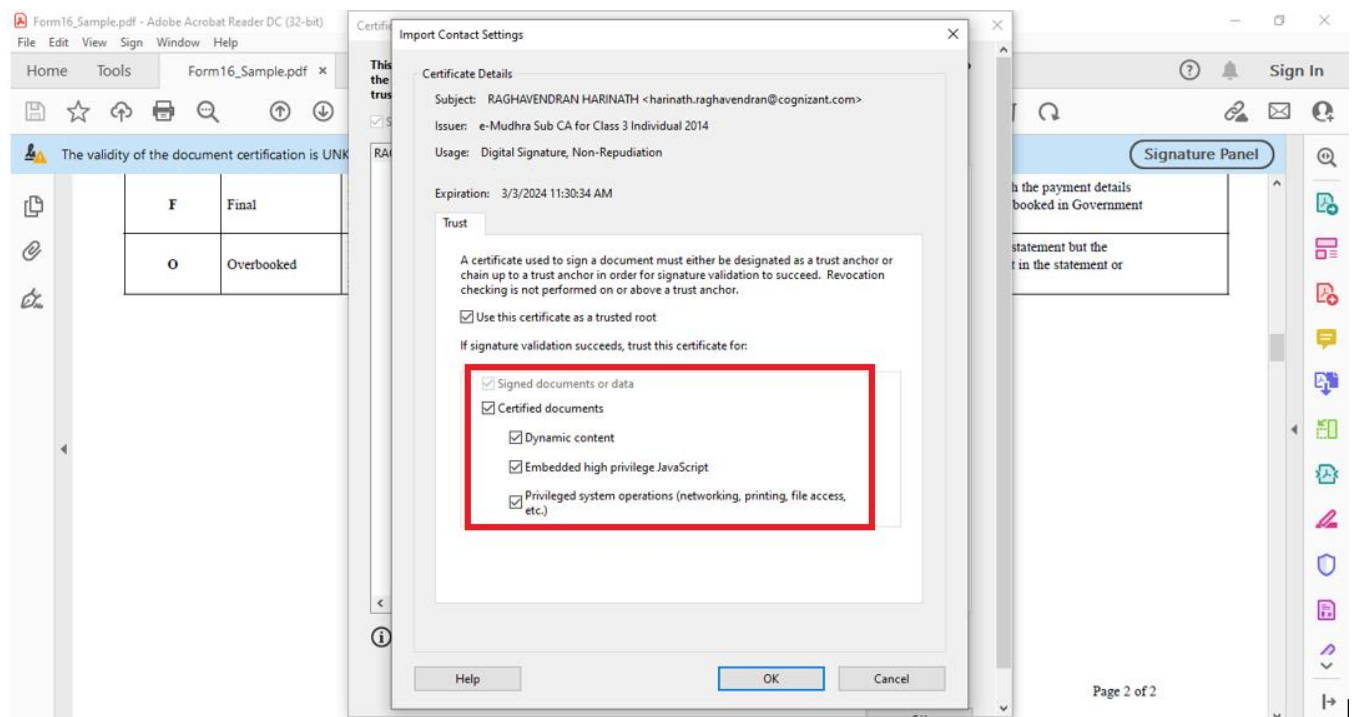
Step 5: In the Trust Tab, click on **Add to Trusted Identities**.



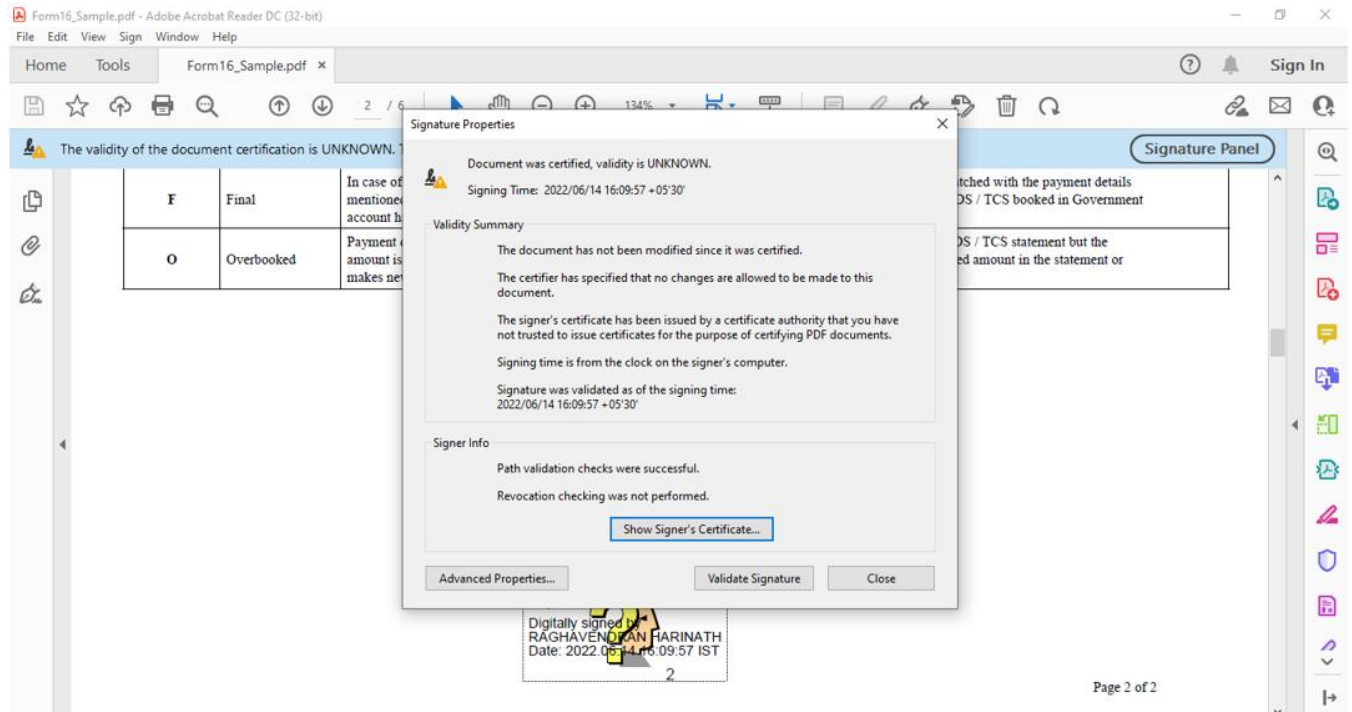
Step 6: Click on OK in the Adobe security popup.



Step 7: Check all the three boxes under certified documents in Trust page and click OK



Step 8: Click on validate signature and once the above validation procedure is over, close the file and reopen



Step 9: Digital signature is validated now.

